

SECRET

File
42

*I have signed
also in the file*

26 September 1956

MEMORANDUM FOR: Agency Administrative Officers

SUBJECT : Use of Indicator

1. Overseas stations and bases should be notified immediately that the indicator should be used in connection with the forwarding of all communications to Headquarters dealing with insurance matters.

25X1

2. This, I am sure, will facilitate the processing of insurance applications and claims.

25X1

Chief, Benefits and Casualty Division

SECRET

CONFIDENTIAL - EYES ONLY

MAR 1956

ME/ks

MEMORANDUM FOR: Chief, RI

THROUGH : SSA - DD/S

SUBJECT : Request for Insurance Indicator

It is requested that the necessary steps be taken to have an indicator assigned so that all payments for insurance premiums and requests for reimbursement on insurance claims be forwarded direct from RI to the Insurance Branch, Benefits and Casualty Division. This would eliminate much delay as well as the possibility of jeopardizing the insurance of our overseas employees.

Harrison G. Reynolds
Director of Personnel

OP/BCD/[]:mkb (19 Mar 56)

Distribution:

O & 1-Addressee
1-SSA-DD/P
1-D/Pers
1-BCD

STAT

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